



United States  
Department of  
Agriculture


Office of the  
Assistant Secretary  
for Administration

Office of  
Procurement and  
Property  
Management

300 7<sup>th</sup> Street  
Southwest  
Room 302  
Reporters Building

Washington, DC  
20024-9300

TO: Purchase Card Coordinators

FROM: John T. McCain   
Departmental Program Manager  
USDA Charge Card Service Center SEP 22 2008

SUBJECT: US Bank Access® Online Training for Purchase Card  
Coordinators

As you are aware, US Bank's electronic access system (Access® Online) will soon replace USDA's Purchase Card Management System (PCMS). In preparation for the transition to this new system, please select one of the following options as your primary training method.

- (1) Web-based training - The web-based training is self-paced and available via the Internet after October 3, 2008. The screens are generic and not specific to USDA. However, supplemental materials covering information specific to USDA will be available to complement the web-based training. We will provide you with the website and necessary log in information.
- (2) Microsoft Office Live Meeting (MOLM) - The MOLM version of the training will be offered on several different dates (see attached training schedule). These live meetings will be conducted by a US Bank trainer over two consecutive half days; the USDA-specific information regarding the practical application of the system to the job will be available only as a handout that will be supplied to attendees beforehand. Additional MOLM sessions will be scheduled as needed.
- (3) Hands-on classroom training - These two-day sessions will be held at various sites throughout the country between October 1 and November 28, 2008. Sessions will be conducted by a US Bank trainer, with assistance from a purchase card specialist from USDA's Charge Card Service Center (CCSC). This training will incorporate opportunities for hands-on practice with Access® Online, as well as practical application of the system to the coordinator's job. A list of confirmed training dates and locations is attached. Please discuss the training with your supervisor as soon as possible to ensure that funding for travel is available (if necessary) before you submit your preference for the hands-on classroom training. We are working to confirm space and dates in Atlanta, Georgia, and Minneapolis/St. Paul, Minnesota.

LAPCs, please submit your preferred method of training to your Agency Program Coordinator (APC) by Friday, September 26, 2008. APCs should forward this information via email to the USDA CCSC at [ccsc@usda.gov](mailto:ccsc@usda.gov). Include in the subject line "Preferred Training". In addition to submitting your preference to the APC, please register online for the classroom and MOLM sessions. A follow up email will be sent with online registration information, except for the training session scheduled for Washington, D.C., October 1 and 2, 2008. For the Washington, D.C., session, please provide your name, e-mail address, and telephone number to Tejal Patel at [tpatel1@drtstrategies.com](mailto:tpatel1@drtstrategies.com) by September 24, 2008. Information to Access Online web-based training will be provided to the APC after October 3, 2008 for distribution. Space is limited so attendance is on a first-come, first-served basis. In addition, please note that the first available MOLM is scheduled for October 7 and 8, 2008. Thank you all in advance for your cooperation and diligence as we transition to SmartPay 2. This is a very exciting time for the Program and we are depending on our APCs to aid the CCSC in leading their respective agencies as we transition to a more efficient, effective, and transparent Credit Card Program at USDA.

Attachment:

List of Confirmed Training Dates and Locations

Dates	Airport	Facility	Seats
Oct. 1-2	Ronald Reagan National Airport (DCA)	1400 Independence Avenue SW South Bldg, 1 <sup>st</sup> floor, 6 <sup>th</sup> Wing Washington, D.C. 20250	16
Oct. 7-8	Denver, CO (DEN)	USDA ARS NPA NRRC, Building D Fort Collins, CO	24
Oct. 8-9	N/A	Microsoft Office Live Meeting	50
Oct. 15-16	College Station, TX	1001 Holleman Drive, East College Station, TX 77840	22
Oct. 21-22	Salt Lake City, UT (SLC)	324 25 <sup>th</sup> Street Ogden, UT 84401	20
Oct. 21-22	N/A	Microsoft Office Live Meeting	50
Oct. 23-24	Minneapolis/St. Paul, MN	100 North 6 <sup>th</sup> Street, Butler Sq. 5 <sup>th</sup> Floor Minneapolis, MN 55403	24
Oct. 28-29	N/A	Microsoft Office Live Meeting	50
Oct. 28-29	New Orleans, LA (MSY)	USDA National Finance Center 13800 Old Gentilly Road New Orleans, LA	20
Nov. 5-6	Kansas City, MO (MCI)	6501 Beacon Drive Kansas City, MO 64133-4676	40
Nov. 12-13	N/A	Microsoft Office Live Meeting	50
Nov. 12-13	Sacramento, CA (SMF)	Wildland Fire Training and Conference Center 3237 Peacekeeper Way McClellan, CA 95652	40
Nov. 18-19	Philadelphia, PA (PHL)	600 East Mermaid Lane Wyndmoor, PA 19038	20

Classroom training – Day 1 – 9:00 am-4:00 pm

Day 2 – 9:00 am – 2:00 pm

Microsoft Office Live Meeting (dial in number will be provided) – 12:00 – 2:30 pm (CST); 1:00 – 3:30 pm (EST)